

1.14 Attendance of Councillors and CEO at Events

Introduction

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions.

Objective

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council Members and the Chief Executive Officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

History Adopted XXX 2021

Policy Statement Provision of tickets to events

1. Invitations

- 1.1 All invitations or offers of tickets for a Council Member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer.
- 1.2 Any invitation or offer of tickets not addressed to the Chief Executive Officer is not captured by the policy and must be disclosed in accordance with the gift and interest provisions of the Act.

2. Pre-approved attendance

In line with the objectives of this policy, the below events have been pre-approved and attendance at these events will not need to be disclosed if invitations are received. Nothing in this section mandates attendance at any of these events or raises an expectation of free or discounted tickets to these events.

- 2.1 Any public event which is free.
- 2.2 Invitations to attend events being hosted by other Local Governments, State Government or Federal Government/Ministerial agencies.
- 2.3 Meetings of clubs or organisations within the Shire of Trayning.
- 2.4 Australian or West Australian Local Government Association events.
- 2.5 Events hosted by sporting clubs, schools or not for profit organisations within the Shire of Trayning or the Wheatbelt.
- 2.6 All Shire hosted, run or sponsored events.
- 2.7 Events run by professional associations of which employees are members or to which membership is encouraged by the CEO for the benefit of the Shire.
- 2.8 Opening or launch of an event or facility within the Shire of Trayning or the Wheatbelt.
- 2.9 Recognition of Service events within the Shire of Trayning or the Wheatbelt.

Agenda Attachment 9.3.6

3. Approval of attendance

- 3.1 In making a decision on attendance at an event, the Council will consider:
- a) Who is providing the invitation or ticket to the event
 - b) The location of the event in relation to the local government (within the district or out of the district)
 - c) The role of the Council Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution
 - d) Whether the event is sponsored by the local government
 - e) The benefit of local government representation at the event
 - f) The number of invitations/tickets received and
 - g) The cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation
- 3.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

4. Non-Approved Events

Any event which is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event and is not excluded from gift and disclosure provisions.

If the event is ticketed and the Councillor, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.

If the event is ticketed and the Councillor, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Councillors and the Chief Executive Officer.

5. Payments in respect of attendance

- 5.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determine attendance to be of public value.
- 5.2 For any events where a member of the public is required to pay, unless previously approved or listed as pre-approved, the Council will determine whether it is in the best interests of the local government for a Council Member or the CEO or another officer to attend on behalf of the Council.
- 5.3 If the Council determines that a Council Member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 5.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

– End of Policy

COMMENT

Nil